



Superior Court of California County of Mendocino

ERIC L. LABOWITZ
Presiding Judge

CINDEE F. MAYFIELD
Assistant Presiding Judge

SHARON STONE
Interim Court Executive Officer

November 15, 2005

Dear Colleague:

On behalf of the Superior Court of California, County of Mendocino, we are pleased to announce a national search for a Court Executive Officer (CEO) to direct administration of non-judicial activities and serve the judges in execution of court business for Mendocino County.

The Mendocino County Superior Court is seeking a dynamic, experienced court administrator capable of leading the court through the current challenging fiscal environment, as well as assisting the judges in charting the strategic direction of the court in the new millennium. The person we seek must possess knowledge of and competence in a broad range of court operational practices. The ideal candidate will have California trial court management experience, possess strong communication skills and the ability to motivate and lead non-judicial staff, while working well with the Presiding Judge and the court's judicial officers. The bench is committed to innovation, leadership within the judicial branch, and continuing to enhance court services to the residents of Mendocino County.

We seek your assistance in filling this position, either through your application or through your referral to qualified individuals who may be interested in this challenging leadership position. The enclosed recruitment brochure provides more specific details about the role of the CEO and the requirements for this key position.

If you have further questions or need additional information, please contact Mendocino County Superior Court, Human Resources Department, at (707) 463-4285 or kelly.iversen@mendocino.courts.ca.gov or (707) 463-6815, donna.glass@mendocino.courts.ca.gov. Thank you for your assistance.

Sincerely,

Hon. Eric L. Labowitz
Presiding Judge
Superior Court, County of Mendocino

Hon. Cindee Mayfield
Assistant Presiding Judge
Superior Court, County of Mendocino